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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

October 11, 1946

BUREAU MEMORANDUM No. 388 - Supplement No. 1

Overtime Work

MEMORANDUM FOR DIRECTORS OF REGIONAL RESEARCH LABORATORIES, HEADS OF DIVISIONS
AND OFFICERS IN CHARGE OF FIELD STATIONS

The Federal Employees Pay Act of 1946, under section 9, provides for the granting of compensatory leave, where requested by the employee, for all hours of duty worked in excess of 40 hours, the regular administrative work week. The option of taking compensatory time off or being compensated for such overtime by payment in money lies with the employee performing overtime duty.

Personnel Circular No. 130, Revision III, dated July 31, 1946, sets forth the Department Regulations with respect to overtime pay. Section V of this circular deals with the granting of compensatory time off. This regulation provides that compensatory time off may be granted in lieu of overtime pay provided it is requested in writing. Such request must be made not later than the end of the pay period in which the overtime was performed. A form of request for compensatory time off is contained on page 5 of the circular. Please note also that compensatory time must be taken within 30 days of the time the overtime was performed. Otherwise it must be paid for in money at established overtime rates.

Since compensation for overtime may or may not involve payment of money, depending upon whether the employee decides to take overtime pay or compensatory leave for the overtime worked, it is essential that the procedures outlined in PC 130, Revision III, be followed closely, to assure the rights of the employee and to be certain of the Bureau's financial obligations with respect to the payment for such overtime.

Secretary's Memorandum No. 1058, Supplement I, dated June 10, 1946, sets forth certain changes to be made in reporting overtime work in excess of the administrative work week. The changes in method of reporting are self-explanatory. Please prepare this report at the end of each quarter and submit it to this office as soon after the close of the quarter as possible.

The Secretary, in his Memorandum No. 1058, calls attention to the fact that it is incumbent upon the Bureau heads to see that overtime is ordered or approved only in writing. Bureau Memorandum No. 388 of August 4, 1945, indicates that all overtime for this Bureau must have my approval in writing as the Chief of the Bureau, or Mr. Donovan's or Mr. Speh's, as my alternates. As stated in Bureau Memorandum No. 388, approval for overtime must be secured prior to its performance except in cases of emergency or where circumstances are such that approval prior to actual performance of the work cannot be secured, and the need

for overtime is of such urgency that it will not admit of delay or postponement. Requests for overtime should be made to the Chief of the Bureau as far in advance as is possible so that adequate consideration can be given to all such requests.

You will be interested in knowing that the total overtime worked in this Bureau during the fiscal year 1946 amounted to 846½ hours. The cost of this overtime amounted to \$1,348.00. Of this overtime approximately 508 hours occurred in the field at the beginning of the fiscal year 1946 because of the misinterpretation of the Federal Employees Pay Act of 1945 (P. L. No. 106) and Bureau instructions. This means that only 338½ hours of what we would normally consider overtime were required by the Bureau to perform its work last year. This overtime for the most part involved emergencies requiring repairs and adjustments to the Regional Laboratory mechanical plants. Very little of it was used for work on our research projects and the administration of the business affairs of the Bureau. The cooperation of the Directors, Division Heads and those in charge of Field Stations in holding overtime to a minimum is appreciated.

Louis B. Howard

Chief of Bureau

